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STATE OF DELAWARE
BOARD OF FUNERAL SERVICES

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PUBLIC MEETING MINUTES:	BOARD OF FUNERAL SERVICES
MEETING DATE AND TIME:	Tuesday, June 30, 2015, 10:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES APPROVED:	July 28, 2015

MEETING MINUTES

MEMBERS PRESENT

S. Keith Parsell, Professional Member, President
Duwayne Casini, Professional Member, Secretary
Chad Chandler, Professional Member
Danna Levy, Public Member
Jane Hovington, Public Member
Mary Byrd, Public Member

MEMBERS ABSENT

Bill Torbert, Professional Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Kevin Maloney, Deputy Attorney General
Sheryl Paquette, Administrative Specialist III

OTHERS PRESENT

None

CALL TO ORDER

Mr. Parsell called the meeting to order at 10:02 a.m.

REVIEW AND APPROVAL OF MINUTES

The Board reviewed the minutes of the March 24, 2015 meeting. Ms. Byrd made a motion, seconded by Ms. Levy, to approve the minutes as corrected. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

2010 – 2012 Continuing Education Audit – Status of Deficient and Failed Audits

Robert Lakatos

Ms. Paquette stated that Mr. Lakatos sent in the required 5 CEUs that he needed. The Board reviewed and approved them.

William Zwicharowski and Mr. Meyers

Ms. Paquette stated that documentation was sent in showing confirmation for all courses taken by both Mr. Zwicharowski and Mr. Meyers. The Board reviewed and approved them.

Ms. Byrd made a motion, seconded by Ms. Levy, to approve all the CEU documentation that was submitted. The motion passed unanimously.

Funeral Procession Update – Keith Parsell

Mr. Parsell reminded the Board that two parts of the bill were still under review. He said he has become aware there is an issue with the funeral procession legislation. Mr. Parsell reminded the Board that they had reviewed this legislation during the Sunset Review process and proposed legislative changes to be made. The document the Board had reviewed showed green highlights for discussion and possible additions to the current legislation. The Board submitted those changes to the Sunset Committee for review. Mr. Parsell said he had a discussion with Mr. Charles Hastings at a recent Delaware State Funeral Directors Association meeting. Mr. Hastings asked him what the problem was with this legislation. Mr. Parsell was shown the document Mr. Hastings was reviewing and noticed it was missing a whole page from the original one that was submitted. Mr. Parsell said he was concerned that a document submitted by the Board was altered before getting to the committee for review. He said he will contact Ms. Nicole Poore, Chair of the Sunset Committee, to see if she would meet with him to go over the documentation she had been given and discuss how the change might have occurred. Ms. Hovington asked if anyone was present when the documentation was reviewed. Mr. Parsell said he wasn't at the Sunset Review meetings but he was at the legislative hearings. He said he was notified right before one of the meetings that the funeral procession bill was not going to be approved because there was an issue with it. He explained that the bill is not coming out of committee today and nothing can be done during this legislative term. Mr. Chandler asked if he can ask Ms. Poore what the flow of submission is when he meets with her, and was told he would. Mr. Parsell said the other bill is still complete as it was submitted. He handed out copies of the incomplete document for the Board's review.

Mr. Parsell said the other piece of legislation was being submitted for final approval this evening on the House floor. He did not see any problems with that approval.

NEW BUSINESS

RATIFICATION OF LICENSURE

Lance Frati, Funeral Resident Intern

Ms. Hovington made a motion, seconded by Ms. Levy, to ratify the licensure of Lance Frati. The motion to ratify licensure carried unanimously.

REVIEW OF RESIDENT INTERN REPORTS – None

REVIEW OF APPLICATIONS FOR LICENSURE

Jonathan Fedora, Funeral Director

Mr. Parsell said Mr. Fedora currently holds a Pennsylvania license and has requested licensure in Delaware through Reciprocity. The application was reviewed by the Board. Ms. Byrd made a motion, seconded by Ms. Levy, to approve Mr. Fedora's application for licensure contingent on his passing the state exam. The motion passed unanimously.

REVIEW OF APPLICATION FOR CONTINUING EDUCATION APPROVAL

CCBC Mortuary Science Program – Brian Burke, Spring CEU Seminar, April 24, 2015, Requesting 3.5 CEUs

The application was reviewed by the Board. Ms. Byrd made a motion, seconded by Ms. Levy, to approve the application as submitted. The motion carried unanimously.

COMPLAINT UPDATES AND CONSENT AGREEMENTS

Complaint 27-04-14 (Torbert) Dismissed due to 'Insufficient Evidence'

Complaint 27-01-15 (not assigned) New Complaint / Sent to AG's office

Complaint 27-02-15 (not assigned) New Complaint

Mr. Parsell reported the statuses of each complaint listed above.

HEARING OFFICER RECOMMENDATIONS

None

CONSENT AGREEMENTS

None

CORRESPONDENCE

The Conference Update – June, 2015 Memo regarding NBE Instant Test Results

Mr. Parsell read the memo to the Board. Candidates will now have instant access to Pearson Vue for their online exam results. Beginning Jan. 1 2016 candidates may sit for the National Board up to three times during one calendar year. The 90-day wait for the national board and the 30-day wait for the state boards are still applicable. Overall, this policy change will affect a very small number of candidates; however, will promote exam security by limiting the possibility of exam overexposure.

The Conference – Presentation Submission for the 112th Annual Meeting

Mr. Parsell explained The Conference was looking for presenters at the next annual meeting. No one on the Board was interested in being a presenter at this time.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

Mr. Parsell said there is a possibility that the President and Executive Director of the Maryland State Funeral Board Association may attend the July 28th meeting. He highly recommended that all Board members be present for that meeting, as some of the discussion may affect future decisions the Delaware Board may want to make. Mr. Parsell gave the guidelines for Maryland's Transporter license as an example of what will be discussed. He talked about how it currently affects Delaware Funeral Directors and how they do their job. He explained that he has already had a problem in getting decedents from Peninsula General and had to hire a Maryland firm to do this. He said if anyone is caught practicing in Maryland without proper licensure they can be fined \$5,000 per day. Mr. Chandler asked him if anyone else needed to be notified of this meeting, and Mr. Parsell said the Delaware State Association is aware of it. Mr. Chandler asked if Mr. Mangler would be notified of the meeting and Mr. Parsell said he would. Mr. Chandler and Mr. Parsell felt the attendance of public members could max out Conference Room B, so the meeting location was changed to Conference Room A. Mr. Chandler asked Mr. Maloney if he could look into this for discussion at the next meeting. After some discussion regarding the Board's reciprocity statutes the Board determined they would discuss further after the July meeting.

Mr. Parsell said the second item he wanted the Board to be aware of is that the Georgetown Medical Examiner's office will be closing as the Medical Examiner, Dr. Edward McDonough, will be retiring in October.

PUBLIC COMMENT

None

NEXT MEETING

The next Board meeting will be held on Tuesday, July 28, 2015, at 10:00 a.m. in Conference Room A located on the second floor of the Cannon Building at 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Casini made a motion, seconded by Ms. Levy, to adjourn the meeting at 10:40 a.m. The motion to adjourn carried unanimously.

Respectfully submitted,



Sheryl Paquette
Administrative Specialist III

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.